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5 February 1954

OPM 20-675-2

OFFICE OF PERSONNEL MEMORANDUM NO. 9-54

SUBJECT: Preparation of Wills for Overseas Personnel

1. The Office of the General Counsel has discontinued the preparation of wills for personnel accepting overseas assignments. In consideration of the importance of this service, especially in the event of war, the General Counsel has arranged with certain attorneys outside the Agency to perform this service on behalf of CIA employees. It is anticipated that most wills can be executed under this arrangement at special rates, probably between \$10 and \$25.

2. Central Processing Branch will advise each employee of this facility during the briefing session and recommend that he consider utilizing this service or consulting his own attorney. In this connection, the Office of the General Counsel will advise the employee as to the relative need for a will in individual cases (based upon the employee's disposition toward making a will, the nature of his assets, his marital and dependency status, etc.). Ordinarily, a telephone call by CPB to OGC, Extension 621 will be sufficient to obtain the desired assistance. If recommended by OGC, the employee concerned will be referred directly to that Office for further discussion of the problem.

3. Whenever an employee indicates an interest in obtaining the services of a cleared attorney, he will be advised to call the Office of the General Counsel, Extension 621, for the name of a contact.

[Redacted Signature Box]

George E. Meloon  
Deputy Assistant Director  
for Personnel

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